



DEPARTMENT OF THE NAVY  
PERSONNEL SUPPORT ACTIVITY  
937 NORTH HARBOR DRIVE  
SAN DIEGO, CALIFORNIA 92132-5190

PERSUPPACTSANDIEGOINST 1050.2D  
Code 50/ 1 0 FEB 1993

PERSUPPACT SAN DIEGO INSTRUCTION 1050.2D

Subj: FUNDED EMERGENCY LEAVE TRAVEL ORDERS (OUTUS)

Ref: (a) BUPERSMAN 3020280

Encl: (1) Sample Order with Appropriation Data  
(2) Funded Emergency Leave Travel Orders (OUTUS) Checkoff  
List/Tango No. Log

1. Purpose. To issue revised procedures for preparing and issuing Funded Emergency Leave Travel Orders during the period 1 October 1992 through 30 September 1993 for personnel assigned to Personnel Support Activity, San Diego.

2. Cancellation. PERSUPPACTSANDIEGOINST 1050.2C.

3. Action. Funded Emergency Leave Travel Orders shall be approved only by the Commanding Officer in strict compliance with reference (a) and this instruction. Officers in Charge may sign the orders after obtaining verbal approval. To obtain Tango Numbers, adhere to the following procedures:

a. Tango Numbers

(1) Request tango numbers required to complete travel orders, enclosure (1), from the PERSUPPACT San Diego Comptroller.

(2) Data pre-typed on enclosure (1) in blocks 2, 4, 17, and 19 shall be strictly adhered to when preparing Funded Emergency Leave Travel Orders. Detachments shall not use their own accounting classification data or UIC.

(3) The accounting data provided in enclosure (1) will not be used for customer commands. Procedures must be developed with customer commands for individuals not attached to PERSUPPACT San Diego to ensure their service members requiring emergency leave travel orders are processed in a timely and efficient manner.

(4) When requesting tango numbers, items 1 through 8 of enclosure (2) must be provided to the PERSUPPACT San Diego Comptroller. No orders may be issued until hard copy confirmation of the emergency is received (see item 5 of enclosure (2)).

b. Forward one copy of the TEMADD Travel Orders and Red Cross or other confirmation messages to PERSUPPACT San Diego

PERSUPPACTSANDIEGOINST 1050.2D

10 FEB 1993

Comptroller (Code 50) within one working day of issuance to ensure fiscal accounting classification data is correct and funding obligations are properly identified. Forward member's passenger's ticket receipt to PERSUPPACT San Diego Comptroller within two working days of member's return from leave.

*D. E. Schott*  
D. E. SCHOTT

Distribution:

PERSUPPACTSANDIEGOINST 5216.1G, Lists I and II

Copy to:

PSA/PSD Duty Section Folders

10 FEB 1993

Funded Emergency Leave Travel Order (OUTUS) Checkoff List

1. Name of Traveler(s) \_\_\_\_\_
2. Where Stationed \_\_\_\_\_
3. If not stationed at PERSUPPACT or PERSUPPDET no number will be issued. Contact customer command for Tango No: \_\_\_\_\_
4. Reason for emergency leave: \_\_\_\_\_
5. Notification by Philippine doctor/relatives, etc. Yes/No \_\_\_\_\_  
How \_\_\_\_\_
6. Date of travel: (from-to) \_\_\_\_\_
7. See enclosure (1) for proper placement of accounting data: \_\_\_\_\_
8. Estimated transportation cost: \_\_\_\_\_  
(Active Duty Sponsor & Depns)
9. Member/dependents domiciled in: \_\_\_\_\_
10. Ensure active duty member and all authorized dependents traveling under each tango number are listed with the appropriate information in the Tango Number Log. If none state "NONE" in the log.

**TANGO NUMBER LOG**

Tango No.	Traveler's name	Detachment	Travel Dates From	To	\$ Amount Estimated
01	A/D Mbr				
	DEP #1				
	DEP #2				
02	A/D Mbr				
	DEP #1				
	DEP #2				
03	A/D Mbr				
	DEP #1				
	DEP #2				
04	A/D Mbr				
	DEP #1				
	DEP #2				

\*Note: Orders may not be issued until confirmation of the emergency is received.

Enclosure (2)